

**Education Curator**  
**Alabama Department of Archives and History, Montgomery, AL**  
[www.archives.alabama.gov](http://www.archives.alabama.gov)

**Position Title: Curator of Public Programs**  
**Annual Salary Range: \$32,286 - \$48,924**  
**Classification: 30451 Curator (Education Option)**

The Alabama Department of Archives & History seeks an organized, team-oriented, and enthusiastic Education Curator. The person will help develop and coordinate implementation of a wide range of public programs, including public lectures, symposia, workshops, book talks, and teacher training activities. In addition, the person will also provide museum tours for school children and adult groups. Reporting to the Education Section Head, the person will work with a small team of professionals to provide a range of educational and interpretive programs including school tours, public programs, circulating classroom resources, hands-on exhibits, teacher-training programs, and curriculum materials.

**Essential Job Duties:**

- Work with department staff to plan and manage a variety of public programs for school children, families, and adults.
- Coordinate all aspects of these programs including speaker arrangements, scheduling, equipment needs, registration, and logistics.
- Assist with grant writing and reporting, as needed.
- Work with education staff to plan, implement, and evaluate age-appropriate museum tours for school children, families, and adults.
- Provide curriculum-based museum tours for Alabama school children.

*This position will require occasional weekend and afterhours work and some travel,  
mostly within the state of Alabama.*

**Qualifications:**

- Bachelor's degree in history, museum studies, museum education, social studies education, heritage resources, liberal arts, or a closely related field.
- One year's professional experience in a museum, historic house, or other public history setting.
- A valid Driver's License

**Preferred Knowledge, Skills, and Abilities:**

- Knowledge of museum education and interpretive concepts, pedagogy, and best practices.
- Ability to lead museum tours for schoolchildren and adults.
- Excellent organizational skills, including the ability to organize details and schedules and manage multiple tasks and projects.
- Ability to prioritize constantly shifting tasks and to follow tasks through to completion in a timely manner.
- Ability to interact professionally and appropriately with staff, volunteers, general visitors, and other stakeholders.
- Ability to express ideas clearly, both orally and in writing
- Knowledge of Alabama and/or American history desirable.
- Good computer skills and working knowledge of Microsoft Office and Adobe Acrobat.
- Interest in application of technology and social media in museums.

**The Alabama Department of Archives and History was founded in 1901 and serves as the Alabama state archives and state history museum. Phase I of the new Museum of Alabama opened in the summer of 2011, and Phase II exhibits will open in early 2014. The Museum of Alabama tells the story of Alabama and its people from pre-history to the dawn of the 21<sup>st</sup> century. The archives and museum building is located within the Capitol complex in downtown Montgomery, Alabama.**

**For additional information about the position please contact:  
Debbie Pendleton at 334-353-4693 or [debbie.pendleton@archives.alabama.gov](mailto:debbie.pendleton@archives.alabama.gov).**

**This a merit position within the state of Alabama.**

**Applications must be submitted October 30 – November 27 to the  
Alabama State Personnel Department  
[www.personnel.alabama.gov](http://www.personnel.alabama.gov)**

**The State of Alabama Application form is available at  
<http://personnel.alabama.gov/Downloads/StateApp.pdf>**